

**PRIVATE & CONFIDENTIAL**



# APPLICATION FOR VOLUNTEERING

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**Please return to:**

Ros Kellock  
St Teresa's Hospice  
The Woodlands  
Woodland Road  
Darlington  
DL3 7UA

**IMPORTANT: This form must be completed in full.**

Application for the post of:  <b>Volunteer</b>	
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<b>Title:</b>  <b>Surname:</b>	<b>Forenames:</b>  <b>Known as:</b>
<b>Address:</b>  <b>Post Code:</b>	<b>Telephone number:</b>  <b>Mobile number:</b>  <b>Email address:</b>

<b>Name of Current Employer/Educational Establishment:</b>  <b>Address:</b>  <b>Post Code:</b>	<b>Current Job Title:</b>  <b>Start Date:</b>
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<b>Name of Previous Employer/Educational Establishment:</b>  <b>Address:</b>  <b>Post Code:</b>	<b>Job Title:</b>  <b>Dates Employed/Attended:</b>  <b>Reason for Leaving:</b>
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**EDUCATION & TRAINING:** *Please give brief details of education and qualifications obtained from Secondary School, College, University etc.*

**VOLUNTARY WORK:**

**Please give brief details of any volunteering you are/have been involved with:**

**Please give details of any Clubs, Societies, or other groups you are/have been involved with:**

**Please explain briefly why you want to help at the hospice:**

**Additional information in support of your application:**

**(CONTINUE ON SEPARATE SHEET IF NECESSARY)**

**Have you suffered bereavement in the last two years? If so please give details:**

**If you require any reasonable adjustments to be made in order for you to attend an interview, please give details here:**

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## Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (as amended) helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

The organisation aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. The organisation undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

You are required to declare all current 'unspent' criminal convictions or cautions (including reprimands and final warnings). You are not required to disclose convictions or cautions which have become 'spent'.

As part of assessing your application, organisations will only take into account relevant criminal record and other information declared which is relevant to the position being applied for.

Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances.

<b>*Are you currently bound over or do you have any current 'UNSPENT' convictions, cautions, reprimands or final warnings that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If you have answered 'yes' above, you must answer this question:</b>
Please include details of the order binding you over and/or the nature of the offence, penalty, sentence or order of the Court, and the date and place of the Court hearing.  You <b>are not</b> required to disclose information about any convictions, cautions, reprimands or final warnings which are 'SPENT' (old) under the Rehabilitation of Offenders Act 1974.  <b>It is important that you understand the changes that came into effect from March 2014 under the Legal Aid, Sentencing and Punishment of Offenders Act which makes amendments to the length of time before certain sentences become spent (in England and Wales only).</b>  You <b>are not</b> required to tell us about parking offences.  Please include any additional information or comments that you believe to be relevant.

If the position you have applied for has been identified as being an 'eligible position' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, in certain circumstances, the Police Act 1997, we may need to request a standard or enhanced disclosure through the Disclosure and Barring Service (known as a DBS check). If this is the case, you will be informed prior to the check being undertaken, and you may need to disclose further convictions, cautions, reprimands or final warnings that would not be protected (i.e. filtered) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013, on a separate form.

## REFERENCES:

Please provide details of two referees who can be asked for information about you, who must not be relatives but must have known you for at least 3 years (e.g. previous employer or professional person).	
<b>1<sup>st</sup> Referee:</b> Title:      Name:  Address:  Postcode:  Telephone Number:  Email Address:	<b>2<sup>nd</sup> Referee:</b> Title:      Name:  Address:  Postcode:  Telephone Number:  Email Address:

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These are the main volunteering roles within the hospice: please tick any which interested you. Please note, only some of these roles will be available at any one time, subject to numbers of volunteers already in role.

Shops/Warehouse	<input type="checkbox"/>	Gardening	<input type="checkbox"/>
Day Hospice	<input type="checkbox"/>	Administration	<input type="checkbox"/>
In Patient Unit	<input type="checkbox"/>	Kitchen and domestic work	<input type="checkbox"/>
Volunteer Visitor	<input type="checkbox"/>	Driving	<input type="checkbox"/>
Ward Host	<input type="checkbox"/>	Fundraising	<input type="checkbox"/>

Once your application is received we will arrange for you to come in to discuss your interests, skills and availability to find the most suitable role for you.

### CONFIDENTIALITY:

It is the policy of St Teresa's Hospice that all information disclosed by patients and families in our care **MUST** be treated as **CONFIDENTIAL**. **VOLUNTEERS** must therefore be extremely careful not to discuss outside, information about patients or family affairs which they have acquired directly or indirectly in the course of their duties and **MUST NOT, under any circumstances, discuss matters involving the state of health or welfare of patients.**

I have read and fully understand the above and the confidential nature of the work and will abide by this rule.

Name..... Signed..... Date.....  
(block capitals please)

**DECLARATION: PLEASE SIGN THIS SECTION AFTER YOU HAVE COMPLETED ALL PARTS OF THIS FORM. IF YOU ARE UNDER 18 YOU WILL ALSO NEED TO ASK A PARENT OR GUARDIAN TO SIGN TO GIVE THEIR CONSENT.**

I certify to the best of my knowledge that the information given on this form is correct. I understand that deliberately giving false or incomplete information will disqualify me from volunteering.

I agree to my details being processed in accordance with the Data Protection Act 1998.

I consent to referees being contacted.

I understand that St Teresa's is a hospice working with people with life limiting illness and which provides end of life care, and that volunteering in certain roles could bring me into contact with upsetting events.

Name ..... Signed ..... Date .....  
(block capitals please)

### PARENT OR GUARDIAN DECLARATION FOR APPLICANTS UNDER THE AGE OF 18

I have read the above statement, and consent to Name..... becoming a volunteer.

Name ..... Relationship to young person .....  
(block capitals please)

Signed ..... Date .....